

CoFFEE Selection Process and Criteria



Project Contact:

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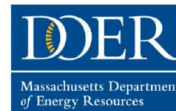
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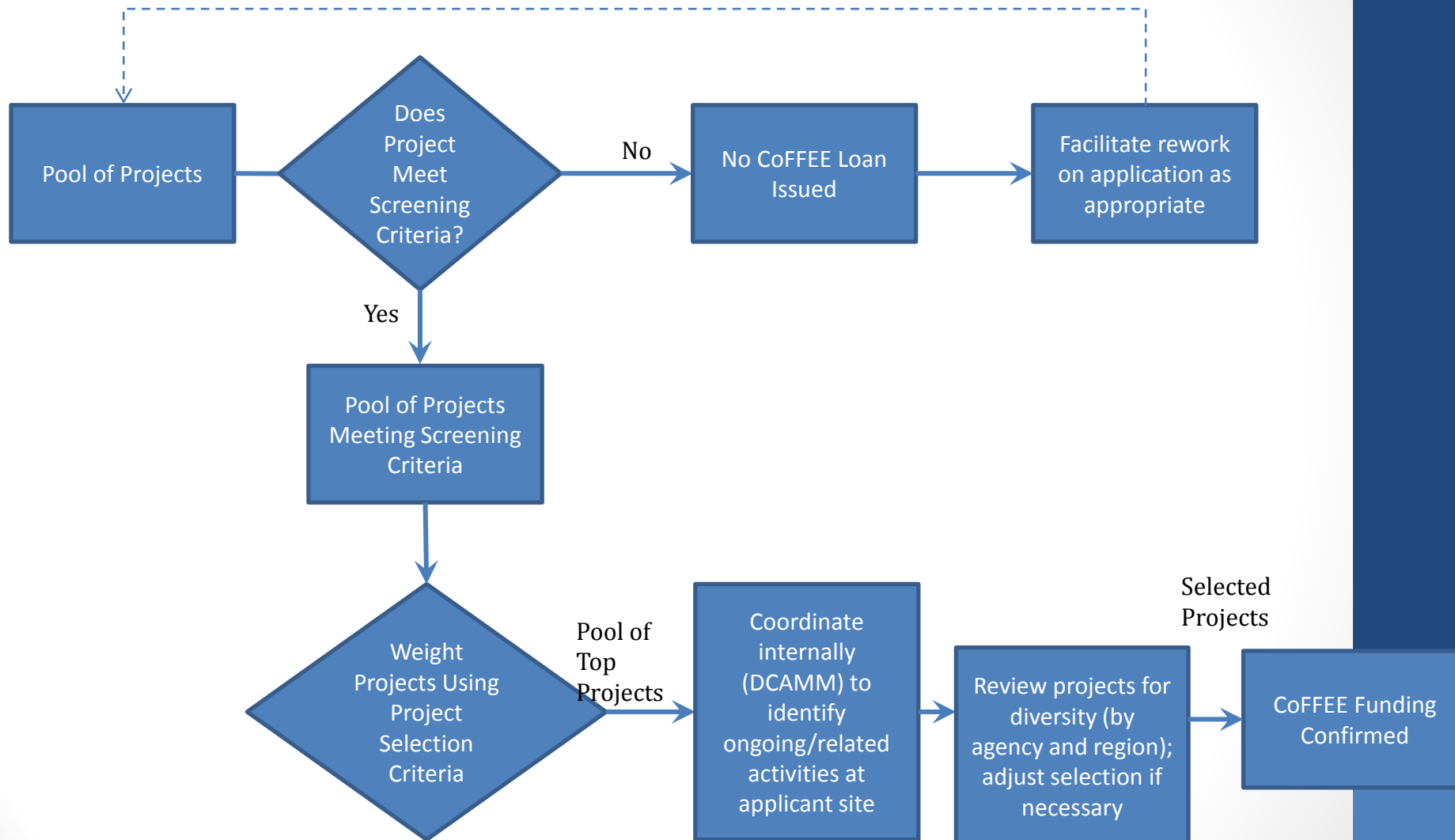
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Division of Capital Asset Management and Maintenance

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Project Selection Process Map



Screening Criteria

Criteria	Description
Champion	Applicant is or has identified an individual who will manage project operations and see project through to completion. [Likely but not necessarily the Facility Manager].
Project Economics	CoFFEE funding request is no more than \$90,000 and estimated project payback is less than 5 years.
Available Baseline Energy Usage Data	Applicant has access to the required baseline/historical energy usage information, either from an audit, utility bills, or from MassEnergyInsight (MEI).
Existing Conditions and Savings Potential of Proposed Improvements	Applicant exhibits full understanding of existing condition, including age of equipment, useful life remaining, method of control, and any known problems. Applicant provides description of efficiency improvement and any changes to control.
Supporting Documentation	Applicant has supplied the required supporting documentation, including pdf with finance manager signature.

Project Selection Criteria

Criteria	Description	Units	Weighting
Payback Period	Project Cost ÷ Total Cost Savings; time it takes for energy and water cost savings to cover project cost	years	35%
First-Year Total Resource Benefit*	Normalized monetary value of expected annual kWh savings, therms, MMBtus, and reduction in water usage in the first year after project completion	\$	20%
Confidence/ Timing	Project feasibility and likelihood of successful; demonstrated understanding of the steps that need to happen for project to be successfully implemented (incl. plan for procurement); project can be done in timely manner; project will receive matching funds from facility's agency.		20%
Educational Value and Innovation	Potential of this project for exposure and corresponding educational benefits and/or use of innovative measures/emerging technologies.		10%
Non-Energy Benefits	Potential for reduced lifecycle costs (e.g. reduced O&M costs from operational improvements), potential to reduce harmful emissions, potential to provide health and productivity benefits, community benefits, benefits to the state, improved aesthetics, non-monetary improvements to operations, or other non-energy benefits.		15%

*In order to include water savings as a project selection criteria, and to weigh it equally with primary energy savings, we have substituted "Total Energy Savings" for "Total Resource Benefit" metric.

Project Scoring Metrics

Criteria	High (5)	Medium (3)	Low (1)	Weighting
Payback Period (years)	<2	>2, <4	>4	35%
First-Year Total Resource Benefit (\$)	>\$25,000	\$10,000-25,000	<\$10,000	20%
Confidence/Timing (months)	High/<3 <12	Medium/>3, <6	Low/>6,	20%
Non-Energy Benefits	High	Medium	Low	15%
Educational Value/Innovation	High	Medium	Low	10%